



HUMAN RESOURCE DEVELOPMENT

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INTERNAL MEMORANDUM

TO : ALL DISTRICT DIRECTORS
DEPUTY DIRECTOR – PSA EMPLOYEE RELATIONS &
PERFORMANCE MANAGEMENT
CES: HRD & LABOUR RELATIONS
ASSISTANT DIRECTOR: HRD
BURSARY COORDINATOR
EMPLOYEE BURSARY HOLDERS

FROM : DIRECTOR – HRD

DATE : 28 OCTOBER 2024

SUBJECT : PROVINCIAL BURSARY GUIDELINES FOR THE SUCCESSFUL
IMPLEMENTATION OF EMPLOYEE BURSARIES FOR NEW AND
CONTINUING APPLICANTS FOR THE 2025 ACADEMIC YEAR

1. Purpose of the Memorandum

The purpose of this memorandum is to outline the Provincial Bursary Guidelines to ensure the smooth and efficient implementation of employee bursaries for both new and continuing applicants for the 2025 academic year within the Eastern Cape Department of Education (ECDoE).

2. Overview of Bursary Process for 2025

The ECDoE remains committed to supporting the professional development and academic advancement of its employees. In line with this commitment, bursaries will be available for employees who meet the eligibility criteria outlined in this memorandum. The bursary programme is designed to support employees in furthering their qualifications, which align with the department's strategic objectives and operational needs.



3. Categories of Applicants

There will be two categories of bursary applicants for the 2025 academic year:

New Applicants: Employees who are applying for a bursary for the first time.

Continuing Applicants: Employees who have received bursaries in previous academic years and are continuing their studies in the 2025 academic year.

4. Eligibility Criteria

For the 2025 academic year, the following eligibility criteria apply:

- **New Applicants** must:
 - Be permanent employees of the ECDoE
 - Be pursuing a qualification that aligns with the department's identified priority areas.
 - Provide proof of admission or registration from a recognised Higher Education Institution (HEI).
- **Continuing Applicants** must:
 - Have maintained a satisfactory academic record in their previous academic year.
 - Provide proof of registration and academic results for the previous year and proof of intention to finalise your studies (admission letter/proof of registration).

5. Identified Priority Areas

The ECDoE has identified the following priority areas for bursary support in the 2025 academic year:

- Education and Teaching-related qualifications
- Management and Leadership qualifications
- Financial Management and Accounting
- Human Resource Development and Management
- Supply Chain and Logistics



- Internal Audit and Risk Management
- Employee Wellness and Relations
- Information and Communication Technology (ICT)
- Communications

6. Bursary Application Process

- **New Applicants** must submit their applications through the HRD Office **by 02 December 2024**.
- **Continuing Applicants** submit Results and proof of registration to the HRD office by **13 – 17 January 2025**.

All applications will be reviewed by the District Bursary Subcommittee, and successful applicants will be notified in due course.

7. Responsibilities of District and HRD Managers

- Ensure that all employees are made aware of the bursary opportunities.
- Assist with the distribution of bursary application forms and ensure timely submission.
- Provide guidance and support to applicants throughout the process to limit the number of applicants that do not meet the bursary requirements.
- Submit a consolidated list of applicants to the Provincial Bursary Office by **05 - 09 February 2024**.

8. Support and Guidance to Applicants

In order to enhance the success rate of applications and minimise the number of applicants who do not meet the bursary requirements, district and HRD managers are requested to:

- **Provide detailed guidance** to all applicants, ensuring they fully understand the eligibility criteria, application process, and deadlines.
- **Review applications** before submission to ensure all required documents are attached, and the information provided meets the specified requirements.



- **Host workshops or information sessions** to assist applicants in understanding how to fill out the forms correctly and ensure compliance with the guidelines.
- **Offer ongoing support** throughout the application process, answering queries and addressing any concerns to reduce the chances of incomplete or non-compliant submissions.

9. The table below details activities that are to be employed and serves as a Provincial Bursary Guidelines that will be implemented across all 12 Districts of the ECDoE including Head Office. (Office Based and School Based Employees):

ACTIVITY	TIME FRAME	RESPONSIBILITY
New Applications		
Advert Issued to all employees	November 2024	HRD
Application Closing date	02 December 2024	All Applicants
Bursary processing – Data capturing and analysis	06 - 10 January 2025	District Bursary Coordinator Provincial Bursary Coordinator
Bursary Selection and Awarding (Head Office and Districts)	15 - 24 January 2025	Bursary Subcommittees
Contracting and Induction of newly awardees	27 - 31 January 2025	Provincial Bursary Coordinator
Submission of statement of accounts and proof of registrations	03 - 07 February 2025	Bursary Holders
Submission of bursary information to the head office for data consolidation	05 - 09 February 2024	District Bursary Coordinators



ACTIVITY	TIME FRAME	RESPONSIBILITY
Continuing Students		
Submission of Results by continuing Bursary Holders and Proof of Registration	13 – 17 January 2025	Bursary Holder
Issuing of Bursary Confirmation Letters for all continuing students who are progressing to the next level of study.	20 – 24 January 2025	Provincial Bursary Coordinator
Invoicing and processing of payment	April 2025 – September 2025	Provincial Bursary Coordinator
Issuing of Proof of Payment to all Universities	April 2025 – September 2025	Provincial Bursary Coordinator
Bursary Monitoring	April 2025 – March 2026	Provincial Bursary Coordinator

10. All bursary holders are requested to strictly adhere to the Provincial Guidelines. Failure to adhere will result into delays in the payment or non-payment at all.

11. Please submit all the expected documents to your District Bursary Coordinator, for Head Office Officials may submit to the Provincial Bursary Coordinator (**placed in Human Resource Development Office**):

CONTACT DETAILS OF DISTRICT BURSARY AND PROVINCIAL BURSARY COORDINATORS

DISTRCT	OFFICE	BURSARY COORDINATOR	CONTACT NUMBERS
ALFRED NZO EAST	Department of Education, 87 Main Street, Bizana, 4800	Mr. B Nojovu	079 251 5666



DISTRCT	OFFICE	BURSARY COORDINATOR	CONTACT NUMBERS
ALFRED NZO WEST	Corner Nkosi Senyukele Jojo & Ntsizwa Street, Mount Ayliff	Ms. N Mabetshe	073 613 0259
AMATHOLE EAST	Butterworth College, Mission Location, Butterworth, 4960	Ms. Zanele Ntshongo	073 229 0182
AMATHOLE WEST	Cape College Building, Healdton Road, Fort Beaufort, 5720	Ms. Thandile Hobongwa	065 928 6592
CHRIS HANI EAST	Chris Hani East, Prefab Complex, Market Street, Ngcobo, 5050	Ms. N Tonjeni	078 608 1827
CHRIS HANI WEST	Chris Hani West, Batandwa Ndondo Komani Office Park, Queenstown, 5320	Mrs. Ntombosindiso Mxhayi	073 223 7025
BUFFALO CITY METRO	Dr WB Rubusana Building No. 23, Mazawule Street, N U 1, Mdantsane, 5219	Ms. Mvula Maqada	071 899 6598/043 760 0214
HEAD OFFICE	Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608	Mr. L Mjijima	073 648 1687
JOE GQABI	Former Bensonvale College of Education, Main Street, Sterkspruit, 9762	Mr. B. Molefe	076 810 9517
NELSON MANDELA BAY	Department of Education, Number 5 Sutton Road, Siduell, Port Elizabeth, 6016	Mr. Patrick Banda	083 500 2611
OR TAMBO COASTAL	Old Lusikisiki College of Education, R61Main Road, Private bag X1010, Lusikisiki, 4820	Ms. Siphokazi Mdala	082 938 4510
OR TAMBO INLAND	OR Tambo Inland, Corner Leeds and Owen Street, Bota Sgcau Building, Mthatha, 5100	Mrs. B Matolengwe	073 489 2614
SARAH BAARTMAN	Department of Education, 19 Cnr Murray and Paul Kruger Street, Graaff – Reinet, 6280	Ms. Marlene Van Rensburg	084 657 4408



12. Conclusion

The successful implementation of the bursary programme depends on the collective efforts of all stakeholders. The office trust that these guidelines will assist in ensuring a seamless and efficient process for all applicants.

Should there be any queries or need for further clarification, kindly contact the Provincial Bursary Office.

Your co-operation in this regard will be highly appreciated.

N. MATIKA
ACTING DIRECTOR – HRD